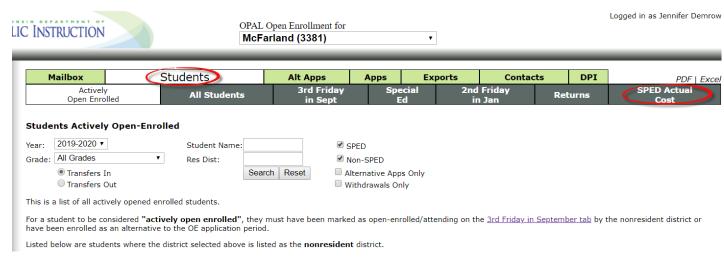
## INSTRUCTIONS ON HOW TO ENTER A PUPIL'S SPECIAL EDUCATION ACTUAL COST INFORMATION INTO OPAL

Starting in the 2019-20 school year, for pupils with disabilities who are open enrolled for their second or subsequent year, the open enrollment payment is either the open enrollment (OE) basic aid amount for pupils with disabilities (the per pupil payment amount under the indexing method) or the OE Special Education Actual Cost amount (actual costs to the nonresident district of providing a free appropriate public education (FAPE) to the pupil in the previous school year, up to \$30,000). [Wis. Stat. § 118.51(12)(a)].

If a nonresident district chooses to use the Special Education (SPED) Actual Cost amount, they are required to submit a financial statement (the Open Enrollment Financial Statement for Special Education Actual Costs) in OPAL. The financial statement must be completed in order for the nonresident district to receive the OE SPED Actual Cost aid amount. A nonresident district can submit a financial statement into OPAL beginning on the first weekday in August and must be submitted by the last weekday in September.

#### Entering a Pupil's SPED Actual Costs (first weekday in August to last weekday in September)

To enter a pupil's SPED Actual Cost information into OPAL, under the Students tab, click on the SPED Actual Cost tab.

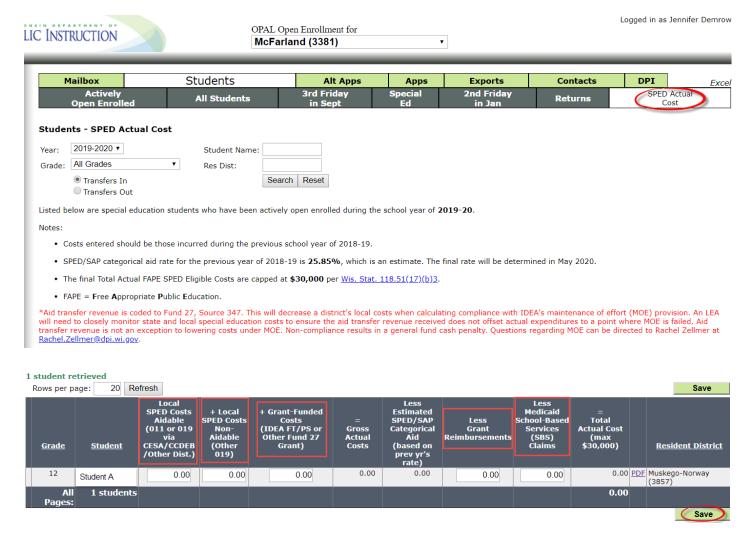


In the SPED Actual Cost tab, the following information needs to be entered into OPAL, when applicable:

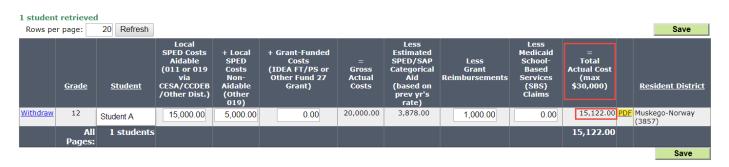
- Local Special Education (SPED) Costs Aidable (011 or 019 via CESA/CCDEB/Other Dist.
- Local Special Education (SPED) Costs Non-Aidable (Other 019)
- Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)
- Grant Reimbursements
- Medicaid School-Based Services (SBS) Claims

The Department will provide the State Special Education and School-Age Parents (SPED/SAP) Categorical Aid information.

The SPED Actual Cost tab will only list continuing open enrolled pupils. Open enrolled pupils that are new for the current school year are not eligible for SPED Actual Cost and will not be included on this list.



Remember to click Save. Once you click Save, the aid amount will be visible in the Total Actual Cost column. You will be able to access the Financial Statement by clicking on the PDF link.



### Here is an example of the PDF of the Financial Statement:



Wisconsin Department of Public Instruction OPEN ENROLLMENT FINANCIAL STATEMENT FOR SPECIAL EDUCATION ACTUAL COSTS

INSTRUCTIONS:

Nonresident district: Complete in OPAL.

PI-9401-OPAL (06-2019)

Collection of this data is a requirement of s.118.51(12)(a) and s.118.51(17)(b)3 Wis. Stats.

Aid transfer revenue is coded to Fund 27, Source 347. This will decrease a district's local costs when calculating compliance with IDEA's maintenance of effort (MOE) provision. An LEA will need to closely monitor state and local special education costs to ensure the aid transfer revenue received does not offset actual expenditures to a point where MOE is failed. Aid transfer revenue is not an exception to lowering costs under MOE. Non-compliance results in a general fund cash penalty. Questions regarding MOE can be directed to Rachel Zellmer at Rachel.Zellmer@dpi.wi.gov.

I. AGENCY AND PUPIL INFORMATION						
Name of District Providing Services (Nonresident District) McFarland (3381)	Name of Resident District Muskego-Norway (3857)					
Name of Pupil	School Year					
Student A	2019-20					

#### I. SPECIAL EDUCATION FAPE ACTUAL COSTS

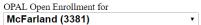
The actual costs for an open enrolled pupil with a disability may include only the costs the nonresident district incurs to provide FAPE to the pupil; non-FAPE costs are not included. Nonresident districts are eligible for up to \$30,000.00 in actual costs, not including any state or federal special education funding.

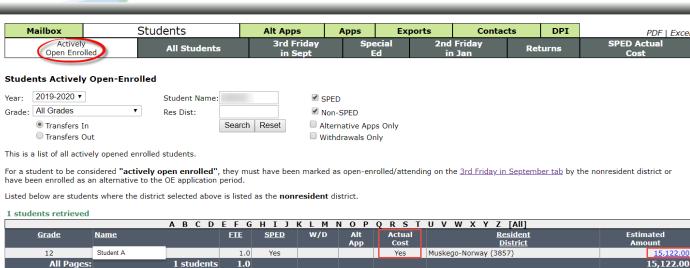
	Local Special Education Costs - Aidable (011 or 019 via CESA/CCDEB/Other Dist.)	\$15,000.00
ADD	Local Special Education Costs - Non-Aidable (Other 019)	\$5,000.00
ADD	Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)	\$0.00
	Gross Actual Costs	\$20,000.00
LESS	Estimated State Special Education and School-Age Parents (SPED/SAP) Categorical Aid (Estimate based on previous year's 25.85% rate)	\$3,878.00
LESS	Grant Reimbursements	\$1,000.00
LESS	Medicaid School-Based Services (SBS) Claims	\$0.00
	Estimated Total Deductions	\$4,878.00
	Gross Actual Costs	\$20,000.00
	Estimated Total Deductions	\$4,878.00
	Estimated Net Actual Costs	\$15,122.00
	Maximum Aid Amount	\$30,000.00
	Lesser of Estimated Net Actual Costs or Maximum Aid Amount	\$15,122.00

Printed on 7/29/2019 at 9:19:52AM

After you save the pupil's information, you will be able to see the aid amount for the pupil on the Actively Open Enrolled tab and the Aid Calculation tab. A column has been added to the Actively Open Enrolled tab called Actual Cost, which will indicate whether or not a pupil has a submitted financial statement in OPAL.







LIC INSTRUCTION

OPAL Open Enrollment for McFarland (3381)

Logged in as Jennifer Demrow

# Mailbox Students Alt Apps Apps Exports Contacts DPI Back to Student Student Change Change Enrollment Withdraw Student Change Parents/Addr Aid Calculation Aid Calculation, School Year 2019-2020

Student Name: Student A

DOB / Gender:
Age on 9/1/2018:
Grade for 2019-2020:

Resident School District: Muskego-Norway (3857)
Nonresident School District: McFarland (3381)

Estimated Aid Amount: \$15,122

Revenue Limit Exemption: \$0

#### Factors

Alternative Application Enrollment Data	3rd Friday in September Status	Withdrawal Data	SPED Status
Not an alternative app	Counted: Yes FTE: 1.0	Not withdrawn	SPED on 3rd Friday: <b>Yes</b> SPED during year: <b>Always</b> Actual Cost Used: Yes

#### **Current Rates**

Estimate or Final: Estimated

SPED Actual Costs	1.0 FTE
Yearly Actual Cost:	\$15,122
Daily Rate:	\$84.01/day

#### Calculation

Rate: When a student was counted on the 3rd Friday in September and is present and SPED all school year, and a SPED Actual Cost Financial Statement has been filed, the total SPED actual cost is used.

FTE: When a student was counted on the 3rd Friday in September, the FTE on that day is used.

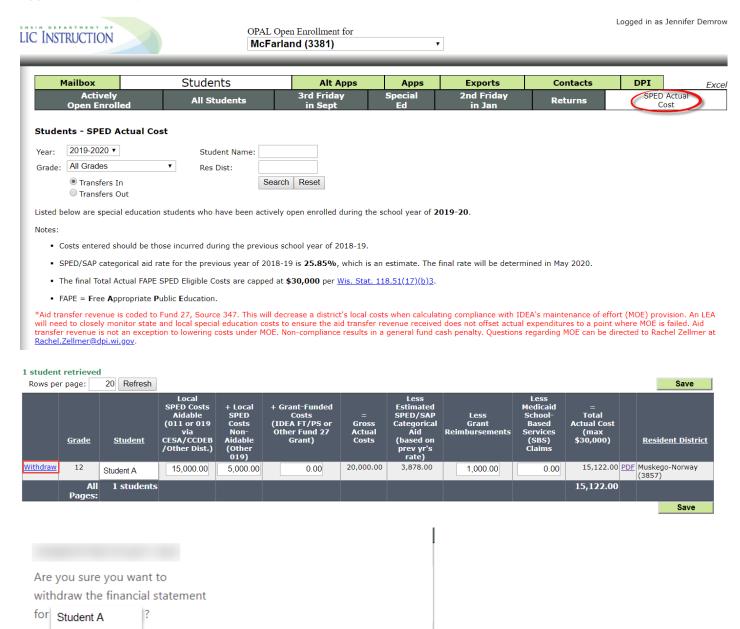
Aid is calculated as (Yearly SPED actual cost) \* (FTE on count date), or

#### \$15,122 \* 1.0 FTE = \$15,122

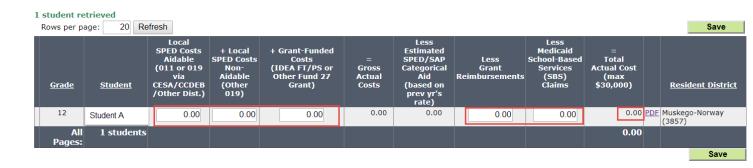
The aid amount shown of is based on the financial statement of SPED Actual Costs submitted by the nonresident district, McFarland (3381), at the end of the previous school year of 2018-2019. In order to receive this aid amount, the student must be counted on the 3rd Friday in September of the current school year of 2019-2020.

### How to Withdraw a Pupil's Financial Statement (until the second Monday in October at 4:00pm)

A nonresident district can withdraw a pupil's financial statement up until 4:00pm on the second Monday of October. In order to withdraw a financial statement, click on the SPED Actual Cost tab and then click on the Withdraw link located in front of the pupil's name. It will ask you to confirm that you want to withdraw the financial statement for that pupil. Click OK. After you click OK, you will notice that all of the information on the SPED Actual Cost tab that you entered for that pupil has been removed.



Cancel



#### Partial SPED Entries (After the 3rd Friday Count)

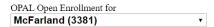
During a school year, an open enrolled pupil could receive special education services for part of the year and receive no special education service for part of the year. Since there are different OE aid amounts, the nonresident district will need to enter how many days the pupil received special education services and how many days the pupil did not received special education services.

For a pupil who has a submitted financial statement for their SPED actual costs, the aid amount from the financial statement will be prorated based on the number of days the pupil is open enrolled and receiving special education services. For the days the pupil did not receive special education services, the aid amount will be the basic open enrollment aid amount for pupils without disabilities prorated based on the number of days the pupil is open enrolled and not receiving special education services.

To enter a pupil's Partial SPED information, select the Students tab, then click on the Change Enrollment tab. Click the Edit button and under the "Partial SPED During the Year" heading, for the Amount of SPED During Year, click "Sometimes". For the "Days in SPED", type in the number of days the pupil received special education services. For the "Days NOT in SPED", type in the number of days the pupil did not receive special education services. For pupils who attended the nonresident district for the entire school year, the total number of Days SPED and Days NOT SPED must equal 180 days, even if the district's school calendar has less days.

Make sure that you click Save. After the resident district approves the data change request, OPAL will display the prorated SPED OE aid amount on the Actively OE tab. In addition, you can view how the pupil's aid was determined under the Aid Calculations tab.





Mailbox	S	tudents	Alt Apps	Apps	Exports	Conta	acts	DPI
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Char Parents			\id ulation
udent B		: District: lent District:	Stoughton Area (5621) McFarland (3381)	First O	oen Enrolled:	2018-201 (2020 / 5)	-	
	Nonresid	lent District:	. ,				-	

Edit

Data that are year-dependent are listed here. If this data is incorrect or missing, please clic on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Stoughton Area (5621) asking them to review your changes and accept them if they agree.

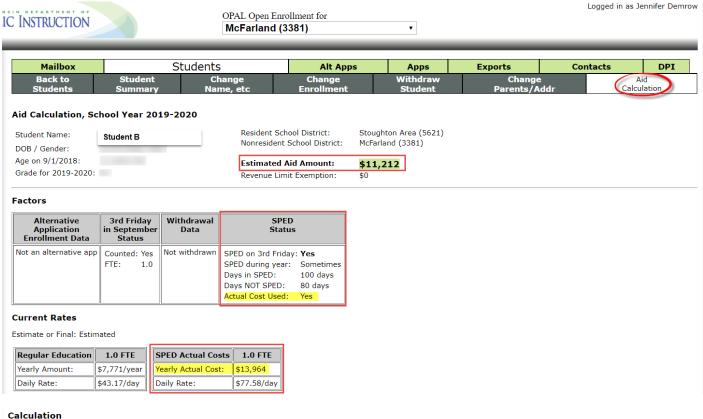
If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Send an email to <a href="mailto:OpenEnrollment@dpi.wi.gov">OpenEnrollment@dpi.wi.gov</a>.

\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the Change Parents/Addr tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.

Current Year:	
Grade:	06
Resident District Current Year:	Stoughton Area (5621)
Virtual Charter School:	N
Amount of SPED During Year:	Always
Days in SPED:	
Days not in SPED:	
3rd Friday in September:	
SPED on 3rd Friday:	Υ
Open-Enrolled:	Υ
FTE:	1
2nd Friday in January:	
Open-Enrolled:	
FTE:	
Next Year:	
SPED Next Year:	Υ
Future Resident District:	
Alternative Applications:	
Date of Enrollment as Alternati	ive:
Days of OE as Alternative:	
Alternative FTF:	

	Current Year					
Grade:	6th Grade ▼					
Resident District Current Year:	Stoughton Area (5621) ▼					
In Virtual Charter School:	Yes No					
3rd Fr	iday in September					
SPED on 3rd Friday:	● Yes ○ No					
OE on 3rd Friday in September:	● Yes ○ No	FTE: 1				
2nd I	Friday in January					
OE on 2nd Friday in January:	○ Yes ○ No	FTE:				
Partial SPED During the Year						
Amount of SPED During Year:	○ Always ● Sometimes ○ Never					
Days in SPED:	100					
Days NOT in SPED:	80					
Altern	ative Applications					
Date of Enrollment as Alternative App:						
Days of Open Enrollment as Exception:		FTE:				
	Next Year					
SPED Next Year:	● Yes ○ No					
Resident District Next Year: (Optional)						
	Delete Save					



Rates: When a student splits the year between SPED and regular education, two daily rates are used - one for SPED and one for regular education. Days: When a student splits the year between SPED and regular education, both the number of days in SPED and the days not in SPED are used. FTE: When a student was counted on the 3rd Friday in September, the FTE on that day is used.

Aid is calculated as SPED amount + Regular education Amount. SPED amount = (SPED daily rate based on actual costs) \* (number of days as stated as SPED) \* (FTE on count date) Regular education amount = (Regular education daily rate) \* (number of days as stated as NOT SPED) \* (FTE on count date)

```
SPED amount = $77.58/day * 100 days * 1.0 FTE = $7,758
Regular education amount = $43.17/day * 80 days * 1.0 FTE = $3,454
```

Estimated aid amount = \$7,758 + \$3,454 = \$11,212

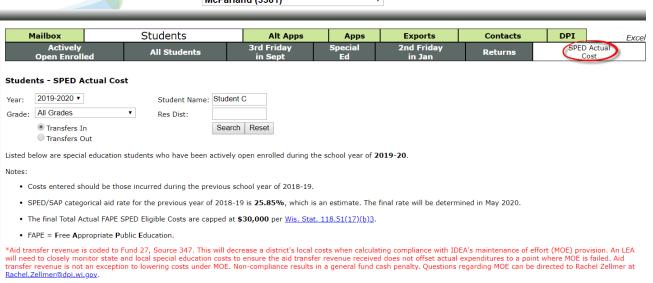
The aid amount shown of is based on the financial statement of SPED Actual Costs submitted by the nonresident district, McFarland (3381), at the end of the previous school year of 2018-2019. In order to receive this aid amount, the student must be counted on the 3rd Friday in September of the current school year of 2019-2020.

## Withdrawal of Pupil from OE (After the 3rd Friday Count Date)

For pupils who need to be withdrawn from open enrollment, you will enter the withdrawal by going to the Withdraw Student tab under the Students tab and enter the Date of Withdrawal, Days of Open Enrollment, and Reason for Withdrawal. Remember to click Save. Once the resident district approves the data change request, OPAL will display the prorated OE payment. For pupils with a submitted financial statement, the prorated aid payment will be based on the Total Actual Cost that was entered for the pupil on the SPED Actual Cost tab.



OPAL Open Enrollment for McFarland (3381)



1 student retrieved

Rows pe	r page:	20 Refresh									Save
	<u>Grade</u>	<u>Student</u>	Local SPED Costs Aidable (011 or 019 via CESA/CCDEB /Other Dist.)	+ Local SPED Costs Non- Aidable (Other 019)	+ Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)	= Gross Actual Costs	Less Estimated SPED/SAP Categorical Aid (based on prev yr's rate)	Less Grant Reimbursements	Less Medicaid School- Based Services (SBS) Claims	= Total Actual Cost (max \$30,000)	Resident District
<u>Withdraw</u>	12	Student C	14,000.00	3,000.00	0.00	17,000.00	3,619.00	500.57	0.00	12,880.00 PDF	Omro (4088)
	All Pages:									12,880.00	
											Save

#### **IC INSTRUCTION**

OPAL Open Enrollment for McFarland (3381)

Logged in as Jennifer Demrow

Mailbox	S	tudents	Alt Apps	Apps	Exports	Contacts	DPI
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Change Parents/A		
Aid Calculation, School Year 2019-2020							

Student Name: Student C Age on 9/1/2018: Grade for 2019-2020:

Resident School District: Omro (4088) Nonresident School District: McFarland (3381)

Estimated Aid Amount: \$8,945 Revenue Limit Exemption:

#### Factors

Alternative Application Enrollment Data	3rd Friday in September Status	Withdrawal Data	SPED Status
Not an alternative app	Counted: Yes FTE: 1.0	Withdrawal Date: 02/08/2020 Actual Days Enrolled: 125 days Reason: Moved to nonresident district Comments:	SPED on 3rd Friday: <b>Yes</b> SPED during year: <b>Always</b> Actual Cost Used: Yes

#### **Current Rates**

Estimate or Final: Estimated

SPED Actual Costs	1.0 FTE
Yearly Actual Cost:	\$12,880
Daily Rate:	\$71.56/day

#### Calculation

Rate: When a student was counted on the 3rd Friday in September and was always SPED, but later withdrew, a daily SPED rate based on actual costs is used. Days: When a student withdraws, the number of days given at time of of withdrawal is used. FTE: When a student was counted on the 3rd Friday in September, the FTE on that day is used.

Aid is calculated as (SPED daily rate based on actual costs) \* (number of days as stated when withdrawn) \* (FTE on count date), or

\$71.56/day \* 125 days \* 1.0 FTE = \$8,945

The aid amount shown of is based on the financial statement of SPED Actual Costs submitted by the nonresident district, McFarland (3381), at the end of the previous school year of 2018-2019. In order to receive this aid amount, the student must be counted on the 3rd Friday in September of the current school year of 2019-2020.

## IDEA Maintenance of Effort (before 4:00pm on the second Monday in October)

The SPED Actual Cost aid transfer revenue is coded to Fund 27, Source 347. This will decrease a district's costs when calculating compliance with IDEA's maintenance of effort (MOE) provision. An LEA will need to closely monitor state and local special education costs to ensure the aid transfer revenue received does not offset actual expenditures to a point where MOE is failed. Aid transfer revenue is not an exception to lowering costs under MOE. Non-compliance results in a general fund case penalty. Questions regarding MOE can be directed to Rachel Zellmer

#### **Contact Information**

If you have any questions about this document, please contact the open enrollment team:

Jen Demrow, School Administration Consultant Kari Gensler Santistevan, School Administration Consultant Nicole Singleton, School Administration Consultant

Public School Open Enrollment Department of Public Instruction openenrollment@dpi.wi.gov 888-245-2732, option 2

August 1, 2019